

City of Freeport
JANUARY 28, 2016 REGULAR COUNCIL MEETING MINUTES

I. Meeting Opened

The January 28th 2016 Regular Council Meeting was called to order at 7:00 pm by Mayor Russ Barley. The meeting was held in City Council Chambers of Freeport City Hall.

Council members present: Councilman Eddie Farris, Councilwoman Kasey Cuchens, Councilwoman Janice McLean, Mayor Russ Barley, Councilwoman Elizabeth Brannon and Councilwoman Jennifer Laird.

Staff present: City Attorney Clayton Adkinson, City Clerk Rebecca Podraza, Staff Accountant Deborah Wimer-Zills, City Engineer Cliff Knauer, Water Supervisor Larry Tuggle.

II. Invocation and Pledge of Allegiance

The invocation was given by Councilman Farris, followed by the Pledge of Allegiance to the American Flag.

III. Recognition of Guest(s) – none

IV. Approval of Past Minutes

- January 7, 2016 Workshop
Council Action: Councilwoman Cuchens motioned to approve the January 7, 2016 Workshop Meeting Minutes as presented. Councilwoman Brannon seconded the motion. All ayes; motion carried.
- January 12, 2016 Regular Council Meeting
Council Action: Councilwoman Cuchens motioned to approve the January 12, 2016 Regular Council Meeting Minutes as presented. Councilwoman McLean seconded the motion. All ayes; motion carried.

V. Consideration of Additions/~~Deletions~~ to Agenda

A. Additions

1. Water/Sewer Rate Committee
2. Grit & Grace Meeting Request
3. Amend the November 10, 2015 Regular Council Meeting Minutes

B. Deletions

1. ~~HR Person~~
2. ~~Water/Sewer Rate Increase~~

VI. Approval of Agenda with Additions/~~Deletions~~

Council Action: Councilwoman McLean motioned to approve the Agenda with specified Additions and ~~Deletions~~ listed above. Councilwoman Laird seconded the motion. All ayes; motion carried.

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VII. Staff Reports

A. City Clerk Matters

1. City Council Meeting Date/Time Changes

- Attorney Adkinson recommended that Council amend Ordinance No. 86-3 and also to word it so that changes may be made to meeting times through Resolution each year. This would save the Council from having to go through the process of amending the Ordinance each time. The City Council consented for Attorney Adkinson to draw up an amendment to Ordinance 86-3 to be placed on the February 9, 2016 Regular Council Meeting Agenda for the *First Reading*.
- The Council directed Attorney Adkinson to draw up a Resolution to change the time of the Tuesday Regular Council Meetings from 7:00 p.m. to 9:00 a.m.
- The Council directed Attorney Adkinson to draw up a Resolution to change the time of the Thursday night Regular Council Meetings from 7:00 p.m. to 6:00 p.m.
- Councilwoman Cuchens and Attorney Adkinson explained to those present in the audience, that this process will take time and that the community will be notified well in advance of the changes in meeting times.

2. City Clerk Podraza announced that additions to the Agenda E-Mail Distribution List are always welcome. Please notify the Clerk's office by phone or email to be added.

3. Revise November 10, 2015 Regular Council Meeting Minutes as follows:

- ~~Delete: Jay Odom came to the podium and stated that Hammock Bay would buy the sod for rebuilding the infields.~~
- Add: Jay Odom came to the podium and stated **that on behalf of Hammock Bay**, he would purchase the sod for rebuilding the infields.

Council Action: Councilwoman Cuchens made a motion to amend the November 10, 2015 minutes as presented. Councilwoman Laird seconded the motion. All ayes; motion carried.

4. Grit & Grace Meeting Request

- The Board of Directors of the Grit & Grace Committee requested use of the Freeport Community Center from 4:00 p.m. to 7:00 p.m. on April 4th and August 29th of 2016. They have also requested that the fees be waived.

Council Action: Councilwoman McLean made a motion to approve Grit & Grace to hold their meeting on April 4th and August 29th in the Community Center from 4:00 p.m. to 7:00 p.m. and that the fees be waived. Councilwoman Laird seconded the motion. All ayes; motion carried.

B. Staff Accountant

1. Request approval to transfer funds for uniforms/boots.

Council Action: Councilwoman McLean made a motion to transfer funds for uniforms/boots from various accounts to the General Fund. Councilwoman Laird seconded the motion. All ayes; motion carried.

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C. Planning & Zoning Dept.

1. Final Plat/Meadows Phase 1

Council Action: Councilman Farris made a motion to approve and sign the Final Plat/Meadows Phase 1. Councilwoman McLean seconded. All ayes; motion carried.

D. Legal Matters

1. Annexation will be drafted for the next meeting to revise the second page of the Magnolia Landing Ordinance regarding the lighting that was not included in the original map.

Council Action: Councilwoman Cuchens made a motion to authorize the revisions to the second page of the Magnolia Landing Ordinance. Councilwoman Brannon seconded the motion. All ayes; motion carried.

Attorney Adkinson proceeded with the first reading of the Magnolia Landing Ordinance.

2. Attorney Adkinson requested that the City Council make a motion for the adoption and second reading of the updated Fair Housing Ordinance 2016-01.

Council Action: Councilwoman Janice McLean made a motion to adopt and proceed with second reading of the updated Fair Housing Ordinance 2016-01. Elizabeth Brannon seconded the motion. All ayes; motion carried.

Attorney Adkinson proceeded with the second reading of the Fair Housing Ordinance 2016-01.

3. Attorney Adkinson reported that he spoke to the Warden regarding the Contract the City has with DOC. Warden John Whitehurst will be happy to come and speak with the Council regarding the contract. They are happy to provide the services the City has requested of them. Council concurred that they would like for Warden Whitehurst to come speak at a Regular Council Meeting. Attorney Adkinson will invite Warden Whitehurst to attend the next meeting on February 9th.

E. Engineering

1. Recommendation of Award for Business 331 Sewer Upgrades project

Council Action: Councilwoman Brannon made a motion to award the Business 331 Sewer Upgrades Project Base Bid and Alternate #2 bid to L&K Contracting Company. Councilwoman McLean seconded the motion. All ayes; motion carried.

2. Engineering Updates

- The Engineering Updates report was presented by City Engineer Cliff Knauer. Eight items were presented and reviewed in the following order:
 - a. Freeport Legislative Appropriation Water Projects
 - b. Fluffy Landing (Request Authorization to Re-advertise or for authorization for a change order, allowing the contractor awarded the 331 Contract to do the work)

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Council Action: Councilman Farris made a motion to authorize Preble-Rish to re-advertise for the Fluffy Landing project or if possible a change order be made and the work be given to the contractor awarded the 331 project. Councilwoman McLean seconded the motion. All ayes; motion carried.

- c. US 331 Utility Relocation Phase B
- d. Impact Fee Study
- e. Planning Tasks
- f. Sludge Drying Beds at WWTF
- g. Additional Tasks

3. City Engineer Knauer reported on the Proposal for the New Industrial Park Road to Access US 331 from Nick Wilson Way.

A. Water Dept.: None

B. Sewer Dept.: None

C. Parks Dept.:

1. Bids for Monthly Lawn Care

- Council discussed the bids submitted.
- At this time Scott Roessler approached the podium. Council gave Mr. Roessler permission to speak at this time rather than wait until Public Comment. Mr. Roessler is concerned with the City of Freeport contracting the Department of Corrections (DOC) for the maintenance of the Sports Complex. He inquired if it would be possible for the City to contract a local contractor for this work rather than contracting with DOC.

Mr. Roessler inquired about the pot of money that is given to the City from Hammock Bay Home owners that was agreed upon by the developer. Attorney Adkinson advised that this would need to be addressed with the Home Owners Association.

After discussion regarding these issues, Mayor Barley informed Mr. Roessler that the three minutes allotted to public comment were up and that those who would like to inquire about this subject further, will need to submit an agenda request for the next Regular Council Meeting.

Council resumed discussion regarding the bids for monthly lawn care at the Sports Complex. It was requested by Council that the bids be sent to Shane Supple for review. Shane is overseeing the Sports Complex during the Park Director's absence.

2. Freeport Area Youth Sports Association

- Request for Waiver of Rental Fees

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Council Action: Councilman Farris made a motion to waive the fees from the Freeport Area Youth Sports Association for use of the Sports Complex. Councilwoman Laird seconded the motion. All ayes; motion carried.

3. Lewis & Clark Circus Agreement

- Council discussed the agreement. Mayor Barley called for a motion. A motion was not made and the agreement was not approved.

VIII. Old Business – none

IX. New Business

A. Mayor Russ Barley

1. Monitor Well License Agreement-NWFWD

- The Agreement has been reviewed by Attorney Adkinson and has been approved for signature.

Council Action: Councilwoman McLean made a motion to approve the Monitor Well License Agreement. Councilwoman Brannon seconded. All ayes; motion carried.

B. Councilwoman Brannon

1. Legislative Matters

- Councilwoman Brannon reported that she will be attending Legislative Action Days in Tallahassee Mon. thru Wed. the week of February 1, 2016 and will bring information back to the Council at the next Regular meeting.

C. Councilwoman Cuchens

1. Merit increase-Larry Tuggle

- Councilwoman Cuchens recommended approval of a 3% merit increase for Larry Tuggle. After working with Larry for the past year and a half, she feels his performance, willingness and knowledge, make Larry the perfect candidate for the 3% merit increase.

Discussion was raised by Councilwoman Mclean that a 3% increase should be given across the board after reviewing other employees' evaluations who were also rated well. She commented that currently there isn't a process in place explaining to the employees why they did not receive a merit raise if they were rated well. The Mayor expressed that the Supervisors are supposed to be making the decision on merit raises for the employees who report to them.

Council Action: Councilwoman Cuchens recommended a 3% Merit Increase be approved for Larry Tuggle. Councilwoman Laird seconded the motion. All ayes; motion carried.

Council Action: Councilwoman McLean made a motion that due to procedures not being in place, that Council give a 3% increase across the board. Councilman Farris seconded the motion. 3 nays (Cuchens/Brannon/Laird) and two ayes (McLean/Farris). Motion failed.

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2. Insurance Claims:

- Councilwoman Cuchens has asked City Clerk Podraza to report on the lightning insurance claims that were submitted. City Accountant Zills reported that she was given a file by the last Clerk that is incomplete. The Council directed the City Clerk to check the Park's Director's office to see if there may be information on the claims.

3. Water/Sewer Committee:

- Councilwoman Cuchens reported on recent meetings she attended and provided information regarding each meeting topic.

Councilwoman Cuchens recommended that Council approve the formation of a small committee to look at future growth and current/immediate needs with water and sewer rates. After discussion between Council members and the City Attorney, it was decided that a committee would not be formed at this time.

D. Councilman Farris:

1. ~~HR Person~~

E. Councilwoman Laird: None

F. Councilwoman McLean:

1. Safety Meetings.
 - Councilwoman McLean informed the Council about the necessity of having monthly Safety Meetings. Councilwoman McLean informed the Council that she has talked with the City Clerk about this and the Clerk has agreed to begin working on holding monthly meetings.
2. ~~Increase Water/Sewer Rates~~
3. Service Fees and Application Fees
 - Councilwoman McLean asked Council to be thinking about a non-refundable application fee. Customers would still be paying the last bill but we would not be giving credits or receiving refunds. This could all be done as part of the process with the rate changes.

X. Public Comment

XI. Adjournment

Mayor Russ Barley called for a motion to adjourn. Councilwoman McLean motioned to adjourn. The Mayor gaveled and the meeting adjourned at 8:35 pm.

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FREEPORT CITY COUNCIL

Mayor

Council President

ATTEST:

City Clerk

APPROVED